

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

April 20, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-46

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Report of LaGov HCM Aged Outstanding Payroll Checks

The Office of State Uniform Payroll (OSUP) is distributing the annual LaGov HCM Aged Outstanding Payroll Checks Report for the period ending 12/31/2015. This report lists the outstanding LaGov HCM payroll checks (regular and off-cycle) dated through 12/31/2015 that have not been paid as of 02/29/2016. Each agency's Aged Outstanding Payroll Checks Report will be sent separately from this memo directly to the HR Personnel listed on LaGov HCM report ZP200 (agency contacts for HR Director and HR Employee Administrator).

Please refer to the [Aged Outstanding Payroll Checks](#) procedure on the [OSUP Procedures](#) page for instructions on working this report and reporting the required information back to OSUP by July 15, 2016. Any check dated prior to July 1, 2015 that remains outstanding after the July 15, 2016 deadline will be remitted to Unclaimed Property in October 2016.

For additional information, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Desiree Jefferson	342-5377	Kenya Warren	342-5357
Brandy Boyd	342-5354	Jessamye Charette	342-5344
Jodi Bullock	342-5345		

APH:DWJ/par

Attachments:

Aged Outstanding Check Report (Agency Specific)